

# KENTUCKY REAL ESTATE COMMISSION

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[www.krec.ky.gov](http://www.krec.ky.gov)

## Certification Guidelines for Continuing and Post-License Education

### 1. APPLICABLE LAWS AND REGULATIONS

KRS 324.010  
KRS 324.046(5)  
201 KAR 11:175  
201 KAR 11:232  
201 KAR 11:240

KRS 324.281 (7) (8)  
KRS 324.085  
201 KAR 11:230  
201 KAR 11:235

### 2. ADDITIONAL CERTIFICATION REQUIREMENTS

A school or any organization wishing to be certified to provide continuing education must first receive approval from the Kentucky Commission on Proprietary Education. For an application and other requirements, please contact:

Kentucky Commission on Proprietary Education  
500 Mero Street  
Frankfort, KY 40601  
502-564-4185 (Phone) 502-564-4248 (Fax)

Colleges and universities accredited or licensed by the Kentucky Council for Postsecondary Education and qualifying non-profit real estate related providers are exempt. Non-profit real estate organizations must include documentation of their status as a non-profit entity with the application.

### 3. CURRICULUM

The subject matter for all approved continuing education courses must demonstrate a direct application to the field of real estate. The following are examples of the content areas that may be considered for approval. The Commission will now accept approved courses in one (1) to six (6) hour increments. One hour of credit is awarded for each 50 minutes of instruction. Two ten-minute breaks are allowed during a three hour class.

LAW TOPICS		
Agency Law/Buyer Brokerage	ANSI Standards	Anti-Trust
Applicable State/Federal Laws	Case Studies	Contracts/Leases
Fair Housing	Environmental Law	HUD Settlement Statement
KY License Law/Regulations	Land Planning & Zoning	Landlord Tenant Law
Mediation/Arbitration	Predatory Lending/Mortgage Fraud	Real Estate Legislative Update
	Real Estate Tax Laws	

NON-LAW TOPICS		
Appraisal & Valuation	Brokerage Management	Business Planning
Commercial Real Estate/Development	Diversity	Financing
Generational Studies/Consumer Behavior	Goal Setting/Time Management	Home Construction/House Systems
Home Inspection	Home Staging	Negotiations
Property Management	Real Estate Auctions	Real Estate Economics/Demographics
Real Estate Ethics/Prof Standards	Real Estate Investments	Real Estate Marketing: Company Internet/Personal RE Marketing
Real Estate Safety for Licensees & Consumers	Technology: Specific real estate software applications, Some basic computer courses, & courses dealing with other technology/devices, etc.	

**The subject matter for all approved post-license education courses must demonstrate a direct application to the field of real estate and must be practicum-based.** Post-license education (PLE) is a 48 hour requirement. Thirty hours of PLE must be completed in mandatory topics and 18 hours may be in elective topics. Commission Form E113 sets forth a list of both mandatory and elective topics that may be covered in a PLE course.

Distance Learning classes are governed by the requirements set forth in 201 KAR 11:240 and the Distance Education Guidelines developed by the Commission. Contact the Commission for additional information and forms. Please note: Additional review time is required for all distance learning courses.

**No part of any continuing or post-license education course may be used to recruit licensees, advertise the merits of/or solicit membership in any organization or to promote products or the instructor's business.** 201 KAR 11:175 Section 2; 201 KAR 11:232

**Courses may not be advertised as approved for credit until they have been approved by the Commission.**

#### **4. INSTRUCTORS**

All persons who will serve as instructors must be approved by the Commission under the provisions of 201 KAR 11:175. All instructors must be thoroughly familiar with the provisions of the Kentucky License Law and how those laws impact the course they will teach. The education qualifications of the instructor, and experience in the subject area as well as their teaching credentials will be evaluated as a component of the course. Instructors will only be allowed to teach the courses for which they have been approved.

**Instructor Note:** If you have an instructor who will be teaching multiple continuing or post-license education courses for your school or organization, attach the instructor application to the first course outline. Then on subsequent course outlines, attach a separate sheet indicating the names of the instructors who will be teaching this course. Thus, only one instructor application is required when submitting your certification package.

The Commission recognizes the Generally Accepted Principles of Education (GAPE) as adopted by the Real Estate Educators Association as the basis for evaluations of classroom presentations. A copy should be provided to **ALL** instructors.

#### **5. A COMPLETE APPLICATION CONSISTS OF:**

- ⇒ Provider Application - Form E101 (1 per school or organization)
- ⇒ Education Course Application – Form E102 (1 for each course)
- ⇒ Course Outline – Form E105 **(Broken into 15-minute increments.)** The outline must show sufficient detail to determine the applicability of the topic to the practice of real estate. Copies of the handout materials, case studies, or PowerPoint presentation may be included to provide additional detail. If a video is used, please include the name of the program on the course outline.
- ⇒ Instructor Application – Form E100 (Please duplicate if necessary.)

- ⇒ Copy of Kentucky Commission on Proprietary Education license, if applicable
- ⇒ \$15 per classroom course. See Distance Education Guidelines for fees for online courses. (Make check payable to the KREC.)
- ⇒ Education Schedule – Form E106 (if the date and time of class is known at the time of application).

## **6. APPROVAL PROCESS**

**The completed application, fees, and all attachments must be received by the Commission no later than 14 days for classroom courses and 60 days for distance learning courses prior to the Commission meeting.** The package will be reviewed by the Education Director and placed on the agenda for final approval or rejection by the Commission. A course number will be assigned to each course as it is approved by the Commission. The class may be offered as many times as necessary during the calendar year, as long as written notice of the date of the class is provided to the Commission at least 30 days in advance. All course approvals expire on December 31<sup>st</sup> of each year.

**Incomplete applications will be returned to the provider for correction.**

Once a course is approved by the Commission, any subsequent provider who would like to offer the course, within the same calendar year, may request approval by submitting the Education Course Application and the fee. These requests do not require Commission approval, but must be scheduled and submitted at least 30-45 days in advance of the class. Providers must meet all other criteria as outlined above.

## **7. CLASS SCHEDULES**

The Commission must be notified in writing as each course is scheduled, using the Education Schedule. **The notification must be received at least 30 days in advance of the class date.** Credit will be denied to licensees attending a course that has not been properly scheduled with the Commission.

## **8. KREC GUIDELINES TO CLASSROOM MANAGEMENT**

Providers must conform to these guidelines in all continuing and post-licensing education classes they offer. All monitors should be provided with a copy of the guidelines and must agree to abide by them.

## **9. ATTENDANCE RECORDS AND COMPLETION CERTIFICATES**

The provider must submit a typed, alphabetized Education Course Attendance Roster of all students attending an approved course within 10 days, along with the completed student Course Evaluation forms. All rosters must contain the provider's name, name of the course, the course number assigned by the KREC, date of the course, number of hours, the licensee's full name, and residence address.

The sponsor must also provide an Education Completion Certificate to students at the end of the class. Advise the students to retain all completion certificates as part of their personal records. Unless requested by the KREC, students should not submit their completion certificate to the Commission.

Continuing and post-license education records must be retained by the provider for three (3) years.

## **10. EVALUATION PROCESS**

The Course Evaluation form **MUST** be used by all approved providers. Evaluations should be distributed just before the conclusion of class, completed, and turned in by the students. **All evaluations must be signed. This is not optional.** Education Completion Certificates should only be distributed to those students who complete and turn in a Course Evaluation form. The Course Evaluation Transmittal form must be completed by the provider and returned to the Commission along with the roster and the evaluation forms. This must be done within 10 days of the class.

The evaluation statistical results (information contained on the transmittal forms) may be shared with the instructor. The transmittal should contain all comments provided by the students.

## **11. MONITORING**

The provider will permit monitoring of classes without notice and inspection of the school's records during business hours by a Commission representative. The provider is responsible for notifying the Commission in writing of any attempts to falsify attendance or completion records by or on behalf of any licensee. The monitor should also include a report on the attendance submission if any problems or discrepancies occurred during the class.

## **12. FEES**

**The application fee is \$15 per classroom course. The Distance Learning course fees vary. See Distance Education Guidelines for fees for online courses. Make check payable to KREC.**

An Instructor Application which is submitted separately from the Education Course Application must be accompanied by a \$10 fee.